



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT

Division of Economic Support

Bureau of Welfare Initiatives

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
FSET Administrative and Provider Agencies
Child Care Coordinators
W-2 Agencies**

BWI OPERATIONS MEMO

No.: 99-09

File: 2820

Date: 01/27/99

Non W-2 ☒ W-2 ☐ CC ☐

PRIORITY: High

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Policy Analysis and Program Implementation Section**

SUBJECT: FOOD STAMP PROGRAM - CHANGE REPORTING REQUIREMENTS

CROSS REFERENCE: **Income Maintenance Manual**, Chapter I, Part B, 16.0.0
Food Stamp Handbook, Appendix 12.3.1.2
7 Code of Federal Regulationis 273.12(a)(1)
Wisconsin Waiver Number 980139

EFFECTIVE DATE: Immediately

PURPOSE

To alert state and local agencies of an amendment to the change reporting requirement for those households with earned income that participate in the Food Stamp (FS) Program.

BACKGROUND

Federal FS regulations require FS households to report a change of more than \$25 in the amount of gross monthly income. Wisconsin obtained a waiver of these regulations to require change reporting households with earned income to report changes of more than \$80 per month in gross earned income from the amount used in the most recent allotment calculation, rather than a change of more than \$25. This new policy represents a change to the existing waiver.

NEW POLICY

An FS household with **earned** income that is certified for no more than 3 months is required to report a change in:

1. Salary or wage rate
2. Full-time or part-time employment status (as defined by the employer)

3. The source of income (i.e., different employer, new job, etc.)

Households are still required to report a change of more than \$25 in **un**earned income.

Workers must still take action on **all** changes reported by the household.

DISCUSSION

We hope this policy will make the reporting requirements easier for FS Program participants to understand. It should also reduce the number of changes reported and the number of changes that agency workers would be required to process.

FS households with earned income will be reviewed by quality assurance staff using these new change reporting requirements. This change will strengthen the state's error reduction initiatives as earned income currently produces the greatest number of payment errors in Wisconsin.

NOTICE TO CLIENTS

Give a copy of the attached flyer to FS recipients with earned income at application and review.

Changes that you *must* report!

Changes in # of People in Your House:

- When a person is born or dies
- When someone moves in or out

Changes in Income:

- Unearned income of \$25 or more
- Changes in Salary or Wages
- Changes in Full or Part-time Status
- Changes in the Source of Income

Changes in Housing:

- Your new ADDRESS when you move
- Change in RENT or Mortgage Payment
- Change in UTILITY payments, such as Phone, Lights, Heating, Cooling

Changes in Resources:

- Change in the VEHICLES your household owns
- Increase in total cash and savings for all household members that exceed \$2500

To Report Changes:

- Report in Writing to the Local Agency
- Report by Phoning Your Eligibility Worker